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STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

TO: Michigan Merit Examination  
Test Supervisors and Accommodations Coordinators

FROM: Jim Griffiths  
Coordinator, Test Administration and Reporting  
Office of Educational Assessment and Accountability

DATE: December 11, 2006

SUBJ: Clarification of MME Testing Conditions for:  
(1) Day 2 WorkKeys and Michigan Math  
(2) Days 2, 3, or 4 – Michigan Science and Social Studies

A recent memorandum from Jeremy Hughes (dated December 4, 2006 SUBJ: MICHIGAN MERIT EXAM TESTING) informed superintendents, high school principals and directors/authorizers of public school academies about increased flexibility in the testing conditions for Day 2 and Day 2, 3, or 4 administrations of the spring 2007 MME examination.

MME test supervisors, accommodations coordinators, and district assessment coordinators have requested more specifics regarding allowable testing conditions in light of the relaxed requirements. Please be advised that **only** the following modifications in testing conditions are permitted and only if necessary to enable the school to function for non-eleventh grade students:

1. The testing site for Day 2 and Day 2, 3, or 4 administrations may be at a different location than those used for the Day 1 ACT component of MME. The ACT component of MME must be administered at the site approved by ACT. However, the balance of the MME assessment may be administered in the school building or an alternate location. Approval is not needed for this site.
2. To the extent that distraction-free testing may be maintained:
  - a. Testing does not need to happen in a separate wing of the building.
  - b. Students who are not testing may be allowed to move in the halls as necessary for passing between classes, and for other reasons normally allowed during the school day.
  - c. Bells may be rung and PA announcements may be made in accordance with the normal school day.

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It is important to note that **all** other testing conditions outlined in the assessment manuals and notices remain in place. Particularly, all components of the test are to be timed in accordance with the administration instructions, and each time segment must be delivered in a *continuous block and without interruption*. This may mean that juniors will need extended blocks of time in order to complete the MME assessments.

While it is understood that providing an optimum testing situation requires a significant commitment of time and resources, it is vital that all students are given a fair chance to demonstrate their achievement in the best environment possible and to the greatest extent possible, under conditions that are equal to that of other students across the state.

If you have additional questions or concerns regarding testing conditions for the MME, or any other aspect of the assessment administration, please contact either ACT or Pearson Educational Measurement according to the information in your manuals and notices, or the Office of Educational Assessment & Administration at 1-877-560-8378 or at [OEAA@michigan.gov](mailto:OEAA@michigan.gov).

In addition, the following individuals at the Michigan Department of Education have direct responsibility for administration of the Michigan Merit Examination, and you are welcome to contact them:

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cc: LEA and ISD Superintendents  
High School Principals  
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